

9 December 1981

From: EAA Store Manager

To: Chief, Benefits and Services Division

Via: Deputy Chief, BSD

Subj: End of Year Inventory

- 1. The end of the year Inventory for the EAA Store will be taken on 4-5 January 1982. It is requested that I be furnished with two persons to assist.
- 2. During the Inventory period we will also be making adjustments in our pricing procedures. This is in compliance with the IRS audit.
- 3. If two Agency persons are not avilable, it is recommended that we use two summer only employees from 1981.

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